



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Administrative Aide
Posting Number	PN# 106853
Department	HUMAN RESOURCES DEPARTMENT
Division	Risk Management Finance
Section	Safety
Reporting Location	611 Walker
Workdays & Hours	M – F, 8:00am – 5:00pm
	*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**  
Performs complex clerical and administrative support duties including organizing and maintaining record keeping systems and researching and preparing simple reports. Work requires judgment in the selection and interpretation of data and a thorough knowledge of department and city policy and procedures dealing with area of responsibility.

**WORKING CONDITIONS**  
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions. The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

**MINIMUM EDUCATIONAL REQUIREMENTS**  
Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

**MINIMUM EXPERIENCE REQUIREMENTS**  
Two years of clerical or administrative experience are required.

**MINIMUM LICENSE REQUIREMENTS**  
None.

**PREFERENCES**  
Computer literate in Microsoft products such as Microsoft Access, and Excel. Safety or Risk Management experience is preferred.

**SELECTION/SKILLS TESTS REQUIRED**  
None

**SAFETY IMPACT POSITION** ☐ Yes ☒ No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**  
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 10  
\$723- \$962 Biweekly    \$18,798-\$25,012 Annually

**OPENING DATE**                      September 14, 2005

**CLOSING DATE**                      September 20, 2005

**APPLICATION PROCEDURES**  
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. TDD Phone Number 713-837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer